



## **DEPARTMENT OF REAL ESTATE**

*Equal Opportunity Employer*

### ***Job Opportunity***

## **Examination Proctor LOS ANGELES vicinity – 2 POSITIONS**

(Salary \$11.29 – \$11.34 an hour)

The Department of Real Estate has 2 openings in the Examination Preparation Unit for Examination Proctors in the Los Angeles vicinity. Under general instruction and direction, this position is responsible for safeguarding the Department of Real Estate's (DRE) off-site testing facility, equipment, materials, inventory, and overseeing day to day administration of DRE's written and/or electronic sales, brokers, as well as ADA and monthly Professional Responsibility exams. Duties also include assisting the Head Chief Proctor in carrying-out his/her duties. Use of a personal computer will be necessary to carry out proctor duties. The Electronic Examination Center is located at 1 Centerpointe Drive, Suite 370, La Palma, CA 90623. This position works closely with and reports to the Exam Preparation Unit in Sacramento.

#### **Duties of the Position Include:**

Opening of DRE's off-site testing facility one hour prior to exam start time and securing facility at end of day; completing various types of paperwork related to the exam; reporting and preparing reports of incidents occurring during the exam; inspecting admittance documents and personal identification to ensure only authorized persons are admitted to the exam site; conducting diligent visual inspections of all areas of the Exam Center, including the restroom area and other areas off-limits to examinees; spot checking exam rooms during exam administrations to ensure compliance with prescribed rules and to prevent dishonesty or collusion among examinees; work to ensure the safety and security of all examinees, exam booklets, equipment and materials, and otherwise assist in all aspects of the electronic exam process. Act as liaison between the Exam Prep Unit, District Office, ITS Unit, Exam Coordinator, CPS Head Chief Proctor and others.

#### **Minimum Qualifications:**

- One year of experience working with a group of people.
- Knowledge of and ability to operate a Personal Computer.

#### **Necessary/Desirable Qualifications/Experience:**

- Ability to follow specific oral and written procedures.
- Ability to speak clearly/audibly in front of a group and direct a large group in a testing situation.
- Analyze situations accurately and adopt an effective course of action.
- Be courteous and calm under trying conditions.
- Tact, patience and flexibility.
- The ability to lift up to 30 pounds, as necessary.

**Note: You must indicate RPA #11-019 or #11-020 on your application. Note: All hires are subject to hiring freeze.**

#### **Submit applications to below address:**

Department of Real Estate, Human Resources  
2201 Broadway, P. O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

**California Relay Service: 1-800-735-2922 (Voice): 1-800-735-2929 (TDD)**

**FINAL FILING DATE: OPEN UNTIL FILLED**

Applications may be obtained from the State Personnel Board's (SPB) website at <http://www.spb.ca.gov>.

Applications will be screened and only those most qualified will be contacted for an interview.

Interviews may be conducted on a flow basis.